Groton Ambulance Association

Board of Directors Meeting

December 20, 2023

Board members present: Chet Kaniecki (President), Rob McDermott (Secretary/Treasurer), Kelsey Gomes (Training Officer), Paula Edwards (Member at Large #1), Martha Brucker (Member at Large #2)  
  
Other members: Jake Carrara, Kelsey Fowler, Christian Lombardi

1. President Kaniecki called December Board of Directors meeting to order at 18:05 with all other board members present.
2. Motion by Kelsey Gomes and seconded by Paula Edwards to accept minutes from November Board of Directors meeting as posted. Motion carried unanimously.
3. Officers Report
   1. President
      1. Items will be discussed in Old and New Business.
   2. Vice President
      1. SOP committee is making progress with Employee Handbook updates.
   3. Secretary/Treasurer
      1. See attached submitted report. Motion by Martha Brucker and seconded by Kelsey Gomes to accept treasurer’s report as read. Motion carried unanimously.
   4. Training
      1. Evelyn Lanye’s training is making good progress.
      2. New hire Erik Stelter will be starting orientation soon.
      3. An EVOC course was completed and Kelsey Fowler, Jake Carrara, and James Petritz are in driver training.
      4. A training course for employees to be CPR instructors is being set up in March.
      5. There is no online training due for December.
      6. PPD testing information will be sent via email for testing at Pequot Health Center in January.
   5. Member at Large #1
      1. Reminder for people to respect each other and treat others how you want to be treated at the building and during calls. Looking for suggestions on how to boost morale and don’t want to see a decline.
   6. Member at Large #2
      1. No report.
   7. Vehicle Officer
      1. A written report was emailed for the status of vehicles with issues being fixed.
4. Old Business
   * 1. An email vote was held November 16 by the board to accept the email request of Xavier Robinson to change his status from Part Time to Per Diem. Motion carried unanimously.
     2. An email vote was held November 26 by the board to accept the email request of Dean Gibson to change his status from Part Time to Per Diem. Motion carried unanimously.
     3. An email vote was held November 30 by the board to accept the email request of Chris Holdsworth to change his status from Part Time to Per Diem. Motion carried unanimously.
     4. An email vote was held December 10 to give permission to President Kaniecki to renew the Worker’s Compensation policy. Motion carried unanimously.
     5. An email vote was held December 11 to give permission to President Kaniecki to reschedule the Board of Director’s meeting from December 13 to December 20. Motion carried unanimously. One week notice about the reschedule was emailed to employees.
     6. President Kaniecki attended a meeting with the town’s zoning board on the topic of the front lawn electronic sign. The initial design was design was denied during the meeting. A new design has been made.
     7. President Kaniecki noted that the new radios are in process of being configured. A meeting is scheduled in January to work out new settings.
     8. The State OEMS inspection occurred in November and passed with no issues.
     9. New Dell Toughbooks were ordered and put in service. Chargers are in cabinet #1 and in the building. The new toughbooks have cell service and Active 911 installed.
     10. The existing generator has been serviced. President Kaniecki noted he is working with the town to have a replacement submitted in the town budget.
     11. President Kaniecki has submitted a reimbursement for ARPA funds for premium pay to the ARPA coordinator.
     12. President Kaniecki has been working with a former employee who is overdue on an employee loan. A repayment plan has been put in place.
5. New Business
   * 1. Motion by Paula Edwards and seconded by Martha Brucker to proceed with a car seat tech training class in Groton at a cost of $2,070 for six employees to attend Marth 12th to 15th. The training will add more car seat techs at GAA and allow for more community support. Motion carried unanimously.
     2. President Kaniecki noted a training will be held on the new radios on January 9th and 10th at the Groton Municipal Building for anyone interested.
     3. Motion by President Kaniecki and seconded by Paula Edwards to purchase a new refrigerator, stove, and microwave using ARPA funding. Current appliances are old and damaged and the freezer portion of the refrigerator has been leaking. APRA funding is available for this purchase. Motion carried unanimously.
     4. President Kaniecki submitted an annual report for CT state corporate.
     5. President Kaniecki submitted the SAM application.
     6. Motion by Martha Brucker and seconded by Paula Edwards to accept the written letter from James Petritz to change from Full Time status to Per Diem. Motion carried unanimously.
     7. Pipeline contract is coming due for annual renewal in January, and Kelsey Gomes is looking in to whether that is needed or not.\
     8. Motion by Paula Edwards and seconded by Martha Brucker that effective immediately Personal Time Off (PTO) does not you ineligible for order in other than the scheduled PTO time. This updated is to incorporated in to the updated Employee Handbook. Discussion was that it is not written if employees who take PTO are eligible for order in before or after time taken as PTO. Employees can now be ordered in directly after a shift in which they use PTO. Motion carried unanimously.
     9. Discussion on the question of ‘What time is to be used when an employee can’t fulfill an order in?’. Issued tabled.
     10. President Kaniecki has started a draft 2024-2025 budget but was waiting for input from QMC before submitting to the Board for review.
     11. Motion by Kelsey Gomes and seconded by Paula Edwards to approve the revised monument front lawn sign which measures 6’ tall and 12’ wide with illumination. Motion carried unanimously.
     12. Motion by Martha Brucker and seconded by Paula Edwards that effective immediately, GAA would have a minimum of one crew, rather than two, for the holidays of Christmas, Thanksgiving, Easter, Mother’s Day, and Father’s Day. Update to be incorporated in the revised Employee Handbook. Motion carried unanimously.
     13. President Kaniecki congratulated employees who had their hire date anniversaries in November:  
         Elana Jantzi 2 years  
         Christian Lombardi 3 years  
         Brian Kiely 18 years
6. Good of the Order
   1. Congratulations on Paula Edwards who is now a notary.
   2. President Kaniecki wished all employees a Merry Christmas and Happy Holidays.
7. Motion by Kelsey Gomes and seconded by Paula Edwards to adjourn the regular meeting and enter Executive session at 19:48. Motion carried unanimously.

Respectfully Submitted,

Rob McDermott

Secretary/Treasurer